User's Manual

Jack

Portable hydraulic lifting trolley

Guarantee of Quality system for the production and the final control of the products certified by the notifying body TÜV Italia S.r.l.

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Thank you for choosing a Spencer product

1. GENERAL INFORMATION

1.1 Aim and contents

The aim of this manual is to supply all the information necessary so that the client, will not only attain adequate use of the appliance, he will also be capable of using the instrument in the most autonomous and secure way possible. This includes information regarding technical aspects, functioning, maintenance, spare parts and safety.

1.2 Conservation of the instruction manual

The instruction and maintenance manual must be kept together with the product, for the whole life of the device, inside the specially provided container and above all, away from any substances or liquids which could compromise perfect legibility.

1.3 Symbols used

Symbol	Meaning
	General or specific warning
	See instructions for use
LOT	Lot number
SN	Serial number
REF	Product code

1.4 Servicing requests

For any information regarding the use, maintenance and installation, please contact the Spencer Customer Care Service on tel. 0039 0521 541111, fax 0039 0521 541222, e-mail service@spencer.it or write to Spencer Italia S.r.l. - Strada Cavi, 7 - 43044 Collecchio (Parma) - ITALY. In order to facilitate the assistance service, please always indicate or communicate the serial number (SN) or lot number (LOT) shown on the label applied on the box or on the device.

1.5 Demolition

When the devices are no more suitable for being used, if they haven't been contaminated by any particular agents, they can be disposed of as normal solid waste, otherwise follow the current regulations about demolition.

1.6 Labelling

Each device has got an identifying label, positioned on the device itself and/or on the box. This label includes information about the manufacturer, the product, CE mark, lot number (LOT). It must never be removed or covered.

2. WARNINGS

2.1 General warnings

- The product must be used by trained personnel only, having attended specific training for this device and not for similar products.
- Training routines must be registered on a special register in which the names of those trained, of the trainers, date and place are indicated. This register which will certify the eligibility of the operators to use the Spencer device has to be kept for a period of 10 years after the disposal of the device itself. This register will be made available to the Competent Authorities and/or manufacturer if requested.
- Spencer Italia S.r.l. is always at your disposal to plan trainings on products.
- Before carrying out any kind of operation on the appliance (training, installation, use), the operator must carefully read the enclosed instructions, paying particular attention to the correct safety precautions and to the procedures to be followed for installation and for correct use.
- If the instructions belong to another device and not the device received, inform the manufacturer immediately and avoid use of the device.
- In the case of any doubts as to the correct interpretation of the instructions, please contact Spencer Italia S.r.l. for any necessary clarifications.
- Do not allow untrained persons to help during the use of the device, because they could cause damage to themselves.
- Regularly check the appliance, carry out the prescribed maintenance and respect the average life span, as indicated by the manufacturer in this user's manual.
- Before each use of device the perfect operating state of the device must be checked as specified in the Instruction manual. If any damage or abnormalities which could in any way influence the correct functioning and the safety of the device or of the user are detected, the device must be immediately removed from service and the manufacturer must be contacted.
- Use of the device in anyway other than described in this manual is forbidden.
- Do not alter or modify in any way the appliance; any such interference could cause malfunctions and injury to the operator.
- The appliance must not in any way be tampered with (modification, adjustment, addition, replacement). In such cases all responsibility will be denied for any malfunctions or injuries caused by the appliance itself; moreover product warranty will be considered void.
- Handle with care.
- Ensure that all the necessary precautions are taken in order to avoid the hazards that can arise as the result of contact with blood or body fluids.
- Register and store with these instructions: lot number, place and date of purchase, first date of use, date of checks, name of users, any comments.
- When the device is being used, the assistance of qualified staff must be guaranteed.
- Do not store the device underneath any heavy objects which could cause structural damage.

- Store in a cool, dry, dark place and do not expose to direct sun.
- Store and transport device in its original packaging.
- The device not be exposed to or come into contact with any source of combustion or inflammable agents.
- Attention: laboratory testing, post production tests, instruction manuals cannot always consider every possible scenario for use. This means that in some cases the performance of the product could be notable different from results to date obtained. Instructions are continually being updated and are under tight surveillance of fully qualified staffs with adequate technical formation.
- As a distributor or end users of products manufactured and/or marketed by Spencer Italia S.r.l., you are strictly required to have a basic knowledge of any legal requirements applying to the devices contained in this supply that are in power in the goods final destination Country (including laws and norms regarding technical specifications and/or safety requirements) and therefore you are also strictly required to have the necessary knowledge to guarantee all aspects regarding the total conformity of the products to the regulations in the relevant territory.
- Promptly notify Spencer Italia S.r.l. regarding any revisions to be made by manufacturer in order to guarantee the conformity of the product to the territory's legal specifications (including those resulting from rules and/or norms of other nature).
- Act, with all due care and diligence, and contribute to ensure conformity to general safety requirements of all devices marketed in the territory, by providing final users with all necessary information for carrying out periodical checks on their devices, as specified in the relevant user manual.
- Actively contribute to product safety checks on products sold, by communicating any relevant risk analysis information both to the manufacturer and to any competent authorities so that the necessary action can be promptly taken.
- You are aware that in the event of any failure to conform to the above mentioned requirements you will be deemed fully responsible for all damages that might occur. Therefore we expressly disclaim any responsibility and/or liability for your non-compliance with the present "Regulatory provisions".

2.2 Specific warnings

- Establish a maintenance program and periodic testing, identifying a reference employee. The person to whom the ordinary maintenance of the device is entrusted must ensure the basic requirements foreseen by the manufacturer in the user's manual.
- Training routines must be registered on a special register in which the names of those trained, of the trainers, date and place are indicated. This register which will certify the eligibility of the operators to use the Spencer device has to be kept for a period of 10 years after the disposal of the device itself. This register will be made available to the Competent Authorities and/or manufacturer if requested.
- Use only accessories/spare parts that are original or approved by Spencer Italia S.r.l., in order to carry out any operation without causing any alteration or modification to the device, otherwise we assume no responsibility for the proper functioning or damage resulting from device to the operator and warranty and will be considered void.
- Always respect the maximum capacity of the device, as indicated in this user's manual. Maximum load capacity means the total weight distributed according to the human anatomy. In determining the load of the total weight on the product, the operator must consider the weight of the corpse, the equipment and the accessories.
- The device and all its components, after washing, should be allowed to dry completely before storing.
- The lubrication should be done after cleaning and complete drying.
- Avoid contact with sharp objects.
- Do not use the device if it is damaged.
- To use the device requires at least two operators in suitable physical conditions, therefore with strength, balance, coordination, and common sense and they must be trained on the proper functioning of the device.
- The maximum weight borne by each operator must comply with requirements prescribed by the law of the Country, about Health and Safety at Work.

2.3 Contraindications and side effects

The use of this device, if used as described in this manual, does not present any contraindications or collateral effects.

2.4 Physical requirements of the operators

Jack is a device destined to professional use only.
The operators must have the following minimum requirements:
• Physical capacity for operating the device
• Ability to seize the device firmly with both hands
• Strength in back, arms and legs for lifting, pushing and pulling the stretcher
• Good muscular coordination

3. DESCRIPTION OF PRODUCT

3.1 Intended use

The portable hydraulic lifting trolley Jack is designed for the support and the transport of coffins.
Light and manageable, in the closed position it occupies reduced space.

3.2 Main components

n°	Description of component	Materials
1	Oleodynamic piston	Aluminium
2	2 pcs ø 250 mm fixed pneumatic wheels	Rubber
3	2 pcs ø 200 mm swivelling wheels with brake	Polypropylene
4	Chassis	Stainless steel
5	Rotating support, composed by a roller and two handles	Stainless steel, rubber
6	Interchangeable system of pads and spikes	Stainless steel, rubber
7	Lowering pedal	Steel
8	Raising pedal	Steel

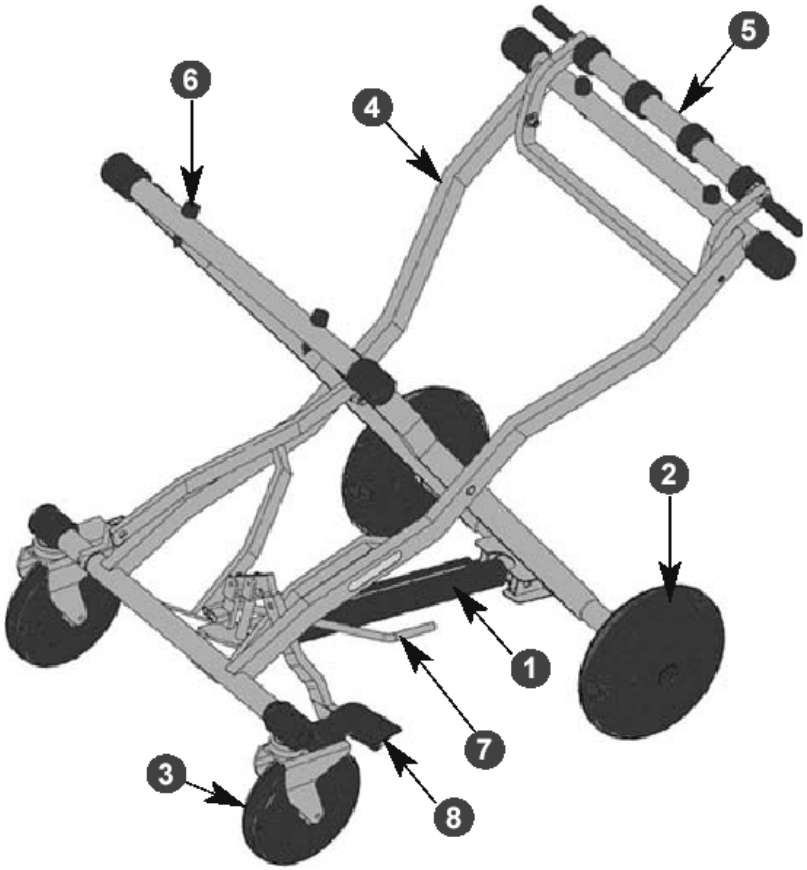

Fig. A

3.3 Models

These models could be modified, with reference to codes and/or descriptions without any previous notification.

ZC10000B Jack
ZC15000B Jack with rudder
ZC20000C Jack with double roller
ZC25000C Jack with double roller and rudder
ZC10001C Jack with four pivoting wheels Ø 200 mm

3.4 Technical data

Characteristics	Jack	Jack with double roller	Jack with four pivoting wheels
Minimum height [mm]	400	400	400
Maximum height [mm]	900	900	900
Minimum length [mm]	630	630	630
Maximum length [mm]	1150	1150	1150
Weight [kg]	25	27	31,3
Load capacity [kg]	270	270	270
2 Front wheels Ø [mm]	200	200	200
2 Rear wheels Ø [mm]	250	250	250
Rectangular tube [mm]	40 x 20 x 1,5	40 x 20 x 1,5	40 x 20 x 1,5
Round tube [mm]	Ø 35 sp.1,5	Ø 35 sp.1,5	Ø 35 sp.1,5
Chassis material	Steel AISI 304	Steel AISI 304	Steel AISI 304
Finishing	Polished	Polished	Polished

3.5 Environmental conditions

Functioning temperature: from -20 to +60 °C
Storage temperature: from -20 to +60 °C

4. OPERATING INSTRUCTIONS

4.1 Transport and storage

Before transporting the appliance, make sure that it is correctly packaged ensuring also that there are no risks of shocks, bumps or falls during the transport itself. Keep the original packaging for use in case of any further transport and for storage. Damage to the appliance caused during transport and handling is not covered by the guarantee. Repairs or replacement of the damaged parts are the responsibility of the client. The device must be stored in a dry, cool area away from direct sunlight.
It must not come into contact with combustion sources and flammable agents and/or substances, chemical agents, which may alter its safety features.

4.2 Preparation

On receipt of the product:

- Remove the packaging and display the material so that all components are visible.
- Check that all the components/pieces on the accompanying list are present.

The appliance must be checked before every use so as to reveal any working abnormalities and/or damage caused by transport and/or storage. In particular, check:

- General functionality of the device
- Cleanliness of the device (remember that the failure of cleaning may cause the risk of cross infections)
- Absence of cuts, holes, tears on the structure
- Correct fixation of all nuts, bolts and screws
- Integrity of components
- Integrity of handles
- Lubrication of moving parts
- State of use of wheels
- No piping or metal sheet present bends or cracks

If the above conditions are met, the device may be considered ready for use; otherwise you must immediately remove the device from service and contact the manufacturer.

4.2 Functioning

Insert the brakes.

After placing the roller in the raised or lowering position (B) place the coffin balancing the weights in the following way:

1 Put the coffin at the head side at shoulder line of the corpse (approximately 55/70 cm jolt) on the fixed tube (A) towards the pedal pump.

2 At the same time the feet side of the coffin on the roller (b) for raising or lowering. After obtaining the desired height, before extended travelling, it is advised to remove the roller from the working position.

3 In order to replace the pads (n. 6 fig. A) with the spikes and vice versa it is sufficient to unscrew and to screw them into the desired location before positioning the coffin.

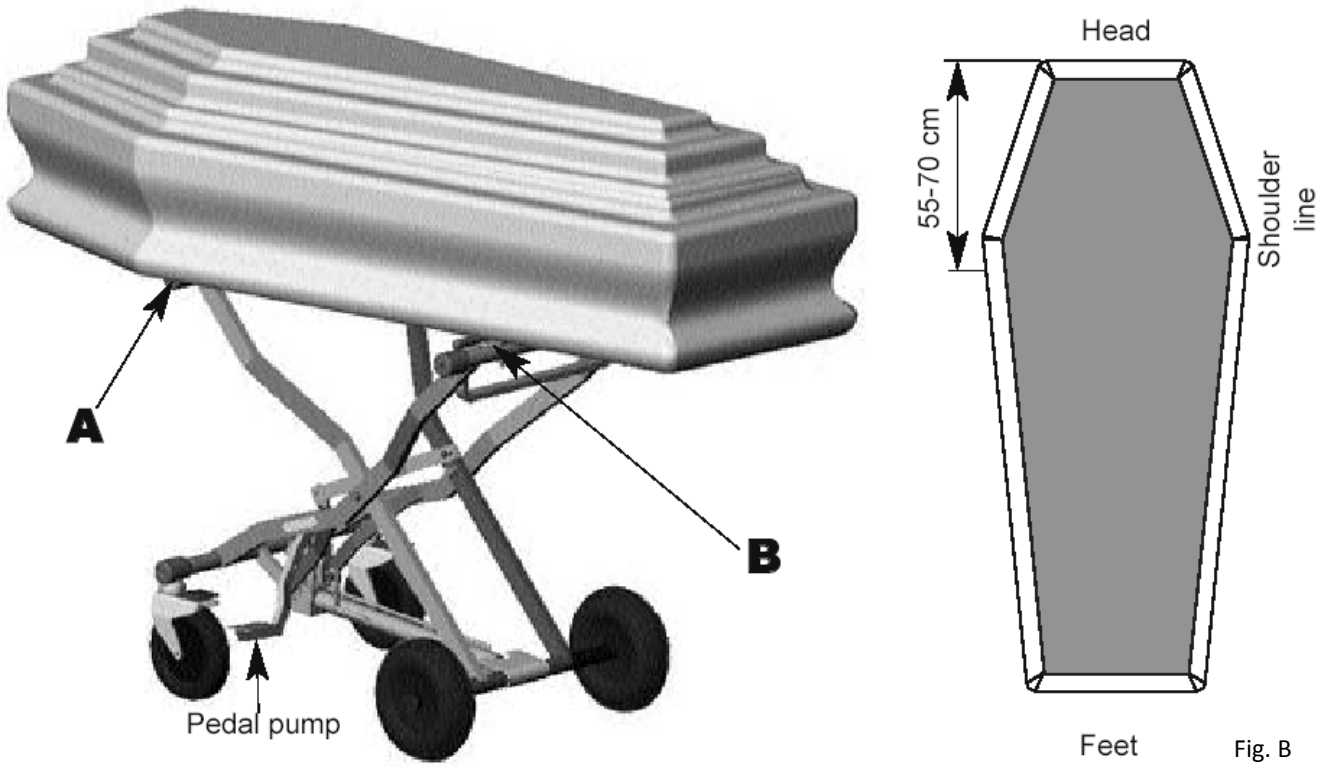

Fig. B

4.4 Troubleshooting

PROBLEM	CAUSE	REMEDY
The structure is damaged	Improper use	Put immediately the device out of service and contact the service centre
During transport of the patient there are difficulties of movement	The brakes are still on	Release the brakes and check the degree of wear of the wheels
Difficulty of ascent and descent from the device	The cylinder of the hydraulic pump does not move or the pump does not hold pressure	Check that the pedals are released and not pressed, otherwise put immediately the device out of service and contact the service centre

5. MAINTENANCE AND CLEANING

5.1 Cleaning

Failure to carry out the correct cleaning routine could increase the risk of cross infection, due to presence of body fluids and/or residuals.

The operator must always wear adequate personal protection such as gloves and mask, etc. during all checking and cleaning procedures.

The exposed metal parts are usually treated and/or painted in order to increase their resistance.

The board has been made out of incontaminable material, in order to increase hygiene and easy cleaning.

Clean the exposed parts with water and delicate soap then dry with a soft cloth. In order to obtain a shine effect, it is possible to use car waxes and creams.

Do not clean with high pressure water; this will damage the joints and the lubricated parts.

If the stretcher is not cleaned regularly, this may cause risks in terms of cross-contamination. We recommend the use of the polishing detergent Spencer STX 99.

Rinse thoroughly with warm water making sure that you have removed all traces of detergent, which could degrade or compromise the integrity and durability of the device. The use of high pressure water should be avoided. Water penetrates the joints and removes the oil, creating the risk of corrosion of components.

Allow to dry thoroughly before storing. Drying after washing or after use in wet environments must be natural and not forced, do not use flames or other sources of direct heat.

5.2 Maintenance

Establish a maintenance program and periodic testing, identifying a reference employee. The person to whom the ordinary maintenance of the device is entrusted must ensure the basic requirements foreseen by the manufacturer in the user's manual.

All maintenance activities, both ordinary and extraordinary, and any intervention on the device must be recorded and documented with reports related to technical intervention. This documentation must be maintained for at least 10 years from the end of life of the device and will be made available to the competent authorities and/or the manufacturer when required.

5.2.1 Precautionary maintenance

The person who carries out the precautionary maintenance of the appliance (user in person, manufacturer/supplier or a third party) has to guarantee the following basic requirements:

- Technical knowledge of the appliance and of the periodic maintenance procedures as described in these instructions.
- Specific qualifications and training in the maintenance operations of the appliance in question.
- The use of components/replacement parts/accessories that are either original or approved by the supplier, in such a way that each operation causes no alteration or modification to the appliance.
- Possession of the checklist of operations carried out on the appliance.

During all checking, maintenance and cleaning procedures, the operator must wear adequate personal protection such as gloves, mask, glasses, etc.

Checks to be carried out before and after each use, and at least every month, are as follows:

- General functionality of the device
- Cleanliness of the device (remember that the failure of cleaning may cause the risk of cross infections)
- Absence of cuts, holes, tears on the structure
- Correct fixation of all nuts, bolts and screws
- Integrity of components
- Integrity of handles
- Lubrication of moving parts
- State of use of wheels
- No piping or metal sheet present bends or cracks

The inspection frequency is determined by factors such as legal requirements, the type of use, frequency of use, environmental conditions during use and storage. Please note that you must do the cleaning as described in paragraph 5.1 and verify functionality before and after each use. Spencer Italia S.r.l. declines any responsibility for the proper functioning or damages caused to the patient or user by the use of devices not subject to routine maintenance warranty.

The person responsible for routine maintenance can identify damaged/worn parts, but the replacement or restoration of them can only be done by the manufacturer or or by an authorized service centre.

Use only accessories/original spare parts approved by Spencer Italia S.r.l., otherwise we will accept no responsibility for the incorrect functioning and/or damage caused by the use of any device which has not been repaired, or certified on expiry date by the manufacturer or by one of the manufacturer's Authorised Service centres. Warranty will be considered void.

5.2.2 Periodic maintenance

The device must be serviced by the manufacturer or by an authorised centre every year.
If the correct revision is not carried out there is the possibility that it is no longer compliant with the safety standards declared by the manufacturer at time of purchase. Spencer Italia S.r.l. will take no responsibility the incorrect functioning or any damage caused by a device that has not undergone regular revision.
For any operations that are not carried out directly by the manufacturer but by an authorised centre, we have to underline that a report regarding all operations carried out must be requested. This will permit both Spencer Italia S.r.l. and the end user to keep a log book regarding the operations carried out on the device.

5.2.3 Special servicing

Only the manufacturer or centres with written authorisation are authorised to complete any special servicing operations.

For any operations that are not carried out directly by the manufacturer but by an authorised centre, we have to underline that a report regarding all operations carried out must be requested. This will permit both Spencer Italia S.r.l. and the end user to keep a log book regarding the operations carried out on the device.

The device, if used as indicated in the following instruction manual, has an average life span of 5 years. The life span can be expanded only following a general revision of the product that must be carried out by the manufacturer or by a centre authorised by the manufacturer.

Spencer Italia S.r.l. will accept no responsibility for the incorrect functioning and/or damage caused by the use of any device which has not been repaired, or certified on expiry date by the manufacturer or by one of the manufacturer's authorised service centres, making void the guarantee.

6. ACCESSORIES AND SPARE PARTS

6.1 Accessories

The device can be equipped with an additional chassis of increased dimensions (ZC11000E), a loading surface for additional chassis (ZC12000E) which can be used only with the above indicated chassis and an additional stainless tray (ZC13000E).

6.2 Spare parts

ST42021A	Black wheel Ø 200 mm
ST41601A	Chrome plated fork with brake for Ø 200 mm wheel
ST10620B	Black PVC handle
ST10626B	Dampening pads with screws
ZC10102B	Blocking spike
ZC10100B	Black Ø 250 mm wheel
ZC10101B	Pump with incorporated cylinder
ZC10106B	Complete rotating support
ZC10107B	Roller for rotating support
ZC10103B	M8 protection cap in black polyethylene
ZC10105B	Lowering pedal
ZC10104B	Raising pedal

ATTACHMENT A – TRAINING REGISTER

The product must be used by trained personnel only, having attended specific training for this device and not for similar products.

Keep this document at least 10 years from the end of life of the device.

Operator's name	Training date		Training method (user's manual, during service, former class, etc.)	Trainer
	Basic training	Advanced training		

ATTACHMENT B – MAINTENANCE REGISTER

Keep this document at least 10 years from the end of life of the device.

Perform the required maintenance and to respect the life span of the device, as indicated by the manufacturer in the user's manual.

Code and description of the device	
Purchase date	
Lot (LOT) or serial number (SN)	
Bought by	

SERVICE DATE	KIND OF SERVICE (Maintenance/ check/ extension of life span)	OPERATIONS MADE ON THE DEVICE	RESULT	PERSON IN CHARGE OF SERVICE (operator/ authorized centre/ manufacturer)

Warning

The information contained in this document could be modified without any warning and is not to be intended as a commitment on behalf of Spencer Italia S.r.l. Spencer products are exported to many countries and the same identical regulations are not always valid. For this reason there could be differences between the description here described and the product actually delivered. Spencer continually strives to reach the perfection of all items sold. We therefore hope you will understand if we reserve the right, at any time, to modify the shape, equipment, lay-out or technical aspects that are herein described.

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